

United States Probation Office  
Southern District of Ohio

**Vacancy Announcement #03-02**

**Position:** U. S. Probation Officer (Classification Level-28)

**Location:** Cincinnati, Columbus, or Dayton, OH office

**Tour of Duty:** Full Time

**Starting Salary Range:** \$46,040 to \$57,576 Per Annum  
(Depending on Qualifications)  
(Salary quotes are for the Columbus office; amounts  
for Cincinnati and Dayton vary slightly)

**Full Performance  
Salary Range:** \$58,056 to \$74,879

**Opening Date:** June 6, 2003

**Closing Date:** Open Until Filled

**Position Overview:** This position is located in the Probation Office of the United States District Court. The incumbent conducts investigations, provides sentencing recommendations to the Court and supervises offenders in the community.

**Minimum Qualification Requirements:** To be considered for the position, a person must possess a bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, business or public administration. Three years of specialized experience, including at least one year equivalent to work at the CL-27 level is also required. Computer skills are required. A master's degree is preferred.

Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree in such fields as probation, pretrial services, parole, corrections, criminal investigation, or work in substance/addiction treatment. Experience as a police, custodial or security officer other than any criminal investigation experience is not creditable.

**Educational Substitutions:** Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience:

- 1) An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
- 2) Standing in the upper third of the class.
- 3) A B+ (3.5) average or better in the major field of study.
- 4) Election to membership in Phi Beta Kappa, Sigma Xi or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies.

Completion of one academic year (30 semester or 45 quarter hours) of graduate education in a field of study closely related to the position equates to one year of specialized study.

Completion of a masters degree in a field of study closed related to the position equates to two years of specialized experience.

**Physical Requirements and Maximum Entry Age:** The duties of probation officers require the investigation and supervision of criminal defendants who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination. Officers can experience physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without correction lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Services Retirement System or the Federal Employee's Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they met the maximum age requirement.

**General Information:** This vacancy announcement is contingent on having adequate funding. We may fill more than one position from this announcement. Our agency accepts applications at all times; however, this announcement will be open until the position(s) are filled, or until June 30, 2003, whichever occurs first. All positions are filled in accordance with the Equal Employment Opportunity Plan of this Court.

Must be a citizen of the United States. Limited exceptions permit the employment of citizens of countries allied with the United States in current defense efforts and, sometimes under specific conditions, of citizens of certain other nations. Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution.

Prior to appointment, applicants considered for this position will undergo a full FBI background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

**How to apply:** Submit a detailed resume with a cover letter to:

David E. Miller, Chief  
U. S. Probation Officer  
546 Joseph P. Kinneary U. S. Courthouse  
85 Marconi Boulevard  
Columbus, OH 43215